

Medical Aid - Additional Withholdings

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/22/06	Lesa Terry	Create

Purpose

Use this procedure to update an employee's medical aid tax rate.

Trigger

Perform this procedure when a new tax rate has been created and the employee falls into the new category.

Prerequisites

- You have received notification that the employee belongs in a different medical aid category.

Menu Path










Human Resources → Personnel Management → Administration → HR Master Data → Maintain.

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.





Procedure

1. Start the transaction using the menu path or transaction code **PA30**.

Maintain HR Master Data

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 5554

3. Click  (Enter) to validate the information.
4. On the Payroll tab, click the gray box to the left of  Add. Withh. Info. US   to select
5. In the period field, click the radio button for All.



Title: Medical Aid - Additional Withholdings
Processes :
Sub-Processes :

HRMS Training Documents

Copy Add. Withh. Info. US (0234)

The screenshot displays the SAP HRMS 'Copy Add. Withh. Info. US (0234)' screen. The top bar includes the SAP logo and standard menu options. The main area shows search results for personnel data. The 'Personnel No.' is 5554, and the 'Name' is Jerome Smith. The 'PersArea' is 1500 (General Administration), 'EEGroup' is 00 (Permanent), and 'PSubarea' is 0001 (Non Represented). The 'Start' date is 06/10/2006, and the 'Status' is Withdrawn. The 'Overrides' section shows 'Tax authority' as FED (Federal), 'Tax level' as Federal, and 'Empl.override group' as 0049 (1500-4902 Admin & clerical). The 'Common Paymaster' checkbox is unchecked.

9. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	<p>The start date.</p> <p>Example: 01/10/2007</p> <p> The date entered should be the actual check date in which the deduction should be taken.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.</p>
Empl.override group	R	<p>The Medical Aid Category for the position.</p> <p>Example: 0132</p>

State of Washington HRMS

File name: MEDICAL_AID.DOC
Reference Number:

Version: Draft A
Last Modified: 11/29/2006 10:00:00 AM

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Copy Add. Withh. Info. US (0234)

The screenshot shows the SAP HRMS interface for the 'Copy Add. Withh. Info. US (0234)' process. The main form displays the following information:

- Personnel No.:** 5554
- Name:** Jerome Smith
- PersArea:** 1500
- General Administration:** EEGroup 0 Permanent
- PSubarea:** 0001
- Non Represented:** EESubgroup 00
- Hourly (H) OT Exempt:** Status Withdrawn
- Start:** 01/10/2007
- to:** 12/31/9999


The **Overrides** section includes:

- Tax authority:** FED Federal
- Tax level:** Federal
- Supplemental method:** Aggregation with Pay Periods Method
- Override amount:** (empty field)
- Override percentage:** (empty field)
- Empl.override group:** 0132 00-4902 Admin & clerical

The **Common Paymaster** section includes:


- ☐ Common Paymaster

The status bar at the bottom right shows 'RT0 (1) (501)' and 'ssvaphrtedci OVR'.

10. Click  (Enter) to validate the information.



You will receive a warning message in the status bar telling you that the previous record will be delimited.

11. Click  (Save) to save the record.

[illegible]

The above images display the new Medical Aid record that you have just updated with the new Start Date.

Result

Comments

None.